

OTE 87 - 7631

13 MAR 1987

MEMORANDUM FOR: Director of Finance

FROM:

Director of Training and Education

SUBJECT: Presentation to the Career Trainee
Development Course

1. Thank you for agreeing to participate in the Career Trainee Development Course (CTDC). You are scheduled to address the class on Tuesday, 17 March from 1330-1420. Your presentation is entitled "The Office of Finance."

2. The Directorate for Administration segment of the CTDC is presented during the seventh and final week of the course. A number of speakers have requested guidance on how they should pitch their comments. In that view, our experience is that the students find presentations focusing on issues and office support to the intelligence process are most useful. Presentations with a heavy emphasis on office structure seem to have less student appeal.

3. A training assistant from the Career Training Division will telephone you a few days beforehand as a reminder of your presentation and assign your parking space. Please inform her of your media requirements at that time.

4. We are very appreciative of your time and effort in helping us with the CTDC.

Distribution:

Orig - Addressee

1 - DTE

1 - OTE/Registry

2 - OTE/CTD

DDA/OTE/CTD/TB:nr(13Mar)